COMPLETION AND PLACEMENT VERIFICATION POLICY

ACCET’s on-site completion and placement verification process has proven effective for small and moderate size campuses. To ensure a thorough verification process at all campuses, including those with large enrollment, the ACCET Accrediting Commission has approved the following procedure:

- All vocational institutions are required to complete, in advance of their visits, ACCET Document 28.2 - On-Site Sampling Verification Form (OSVF) for all student cohorts in all programs. This will ensure that institutions are well prepared for the on-site completion and placement verification process. It will significantly expedite the on-site review of the team and avoid undue delays in conducting the verification process.

- The current on-site completion and placement verification process, as described in ACCET Document 28 – Completion and Placement Policy, is maintained for any initial or reaccreditation visit to a campus with an enrollment of less than 350 in vocational programs reported for the “current year” on Document 12b – Annual Report and Enrollment Statistics.

- An extra team member will be added to the on-site team to assist with the completion and placement verification process for any initial or reaccreditation visit to a campus with an enrollment of 350 or higher in vocational programs reported for the “current year” on Document 12b.

- The Commission may require third-party verification of placements for any initial or reaccreditation applicant as part of the on-site review or interim reporting process. The required independent third-party auditor will secure, or attempt to secure, placement verification from the employer or the graduate either verbally or in writing for a minimum of a 30% sample of all program graduates reported as placed in training-related employment on each ACCET Document 28.1 – Completion and Placement Statistics and report the results from that sample directly to ACCET.

Notes:

- The enrollment thresholds of 350 or higher identified above will allow for a reasonable sample size for purposes of completion and placement verification, based on ACCET’s 67% completion and 70% placement benchmarks.

- ACCET will utilize enrollment for the “current year” reported by campus to ACCET on the institution’s Document 12b – Annual Report and Enrollment Statistics. For institutions seeking initial accreditation, this will be the Document 12b submitted in conjunction with the institution’s Application for Accreditation. For ACCET-accredited institutions, this will be the Document 12b provided with the most recent annual submission.
The independent third-party auditor will provide a signed certification attesting to the accuracy of the auditor’s findings and the auditor’s independence.

To assist institutions with the placement verification process, ACCET will identify independent third-party employment data verification auditors that other accrediting commission have worked with in the past and meet ACCET’s definition of “independent.” If the institution prefers to use a different independent third-party employment verification auditor, which is an option, the institution is responsible for determining and documenting that the auditor meets ACCET’s criteria to be an eligible “Independent Third-Party Employment Verification Auditor.” See Document 28.4 – Criteria to be an Eligible Independent Third-Party Employment Verification Auditor and the Required Scope of Work.